

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATELY-SPONSORED TRAVEL APPROVAL FORM
For Members, Officers and Employees
(submit directly to the Committee)**

This form should be completed by House Members, officers or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer or employee, together with the completed and signed Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 226-7172.

1. Name of Member, officer or employee (traveler): _____
2. Sponsor(s) (who will be paying for the trip): _____

3. Is travel being offered to an accompanying family member? ☐ Yes ☐ No
4. Dates of travel: _____
5. If travel is for participation a one-day event, check one of the following:
 - a. Approval for one-night's lodging and meals is being requested: ☐ or
 - b. Approval for two-nights' lodging and meals is being requested: ☐If "b" is checked, please indicate the circumstances under which the second night is warranted: _____

6. Travel destination(s): _____
7. Purpose of the trip: _____

8. Provide explanation of why participation in the trip is connected to your official or representational duties: _____

9. Private Sponsor Travel Certification Form is attached (signify "yes" by checking box): ☐
10. For staff, Advance Authorization of Employee Travel Form is attached (signify "yes" by checking box): ☐

11. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Office address: _____

Phone number: _____

Email address: _____

Committee staff may contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

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